



**The Sacramento  
Housing And Redevelopment Agency  
Is Seeking A New  
Deputy Executive Director**

## A UNIQUE OPPORTUNITY

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The Sacramento Housing and Redevelopment Agency (SHRA) is seeking a collaborative, astute leader to become one of the Agency's two Deputy Executive Directors. This is a new position reporting to the SHRA Executive Director Anne Moore and will have full oversight over SHRA's Housing Authority operations and administration. The new Deputy Director must be an excellent communicator and an experienced professional who understands public and Section 8 housing, is politically astute, has an entrepreneurial spirit and is committed to a high level of resident services.

## THE SACRAMENTO AREA

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Sacramento's history began in 1839 when John Sutter settled at the confluence of the American and Sacramento Rivers. In 1848 – EUREKA! – Gold was discovered just thirty miles east of Sacramento. The rest is history. The discovery of gold led to the largest human migration in history. California became a state in 1850 and Sacramento its capital four years later. The area remains one of the fastest growing regions in the country. Sacramento County has a population of 1.3 million, with 437,000 residing within the Sacramento city limits.

Approximately 620,000 Sacramento County residents live within the unincorporated areas of the county, making it second in size (among California counties) to only the unincorporated area of Los Angeles County.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price in the surrounding four-county region is \$387,000.

In addition, the Sacramento region also offers amenities that are attractive to those with an active lifestyle. The Sierra Nevada Mountains, Lake Tahoe, Napa Valley and the Bay Area are just a short drive from Sacramento and offer an unlimited range of recreational opportunities. Located at the confluence of the American and Sacramento Rivers at the northern end of the expansive delta region, the area has an abundance of water-oriented activities and is known as The River City. Educational opportunities are plentiful, with the Sacramento region being home to California State University, Sacramento; University of California at Davis; Sacramento City College and other community and four-year college programs.

Sacramento is home to the very exciting Sacramento Kings NBA basketball team, the Sacramento Monarchs of the WNBA, the annual world class Dixieland Jazz Festival, the Pacific Coast League champion Sacramento River Cats baseball team, and many other

recreational, entertainment and cultural activities. Historic Old Sacramento, and the State Railroad Museum, Crocker Art Museum, Governor's Mansion, Sacramento Zoo, Sutter's Fort, Music Circus, Sacramento Convention Center, California State History Museum and the State Capitol building are other attractions located in the region.

### SHRA VISION:

*Our vision is a Sacramento Region where:  
All neighborhoods are excellent places  
to live, work and do business  
All people have access to decent,  
safe and affordable housing  
Jobs and financial self-sufficiency  
are attainable for everyone  
The metropolitan community has  
a vital economic and cultural base*

## THE SHRA

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The Sacramento Housing and Redevelopment Agency is a

Joint Powers Authority created as a public agency by the City and County of Sacramento in 1973. SHRA is the lead public agency and public developer for the city and the county regarding affordable housing, public housing and redevelopment projects and issues. SHRA currently employs 310 people and has a FY 2004 budget of \$159 million. The Agency is one of the largest of its kind in the state and receives more federal funding for community development than any other entity in Northern and Central California. SHRA departments and offices include: Housing Authority; Community Development (city and county); Development Services; Finance; Legal; Information Technology; Human Resources; Program Operations; Public Information and Executive Management. The SHRA Governing Boards consist of the City Council of the City of Sacramento and the Board of Supervisors of the County of Sacramento.

## HOUSING AUTHORITY

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The Housing Authority provides affordable housing through the Conventional Low Rent Public Housing Program, Housing Choice Voucher Program, and through selective use of tax credit and long term bond financed projects for low-income families, senior citizens and disabled individuals. The Authority remains the largest landlord in the County of Sacramento with an inventory of more than 3,600 agency-owned and Section 8 dwelling units. In addition, the Authority is responsible for the administration of approximately 11,000 Housing Choice Vouchers, formerly called Section 8. The Housing Authority has three operating divisions (Housing Management, Housing Maintenance, Housing Choice Voucher), a staff of 176, a budget of \$81 million and an 11-member appointed commission that meets semi-monthly.

Housing Authority responsibilities include:

- Maintain a customer service approach in dealing with applicants, tenants and landlords and develop a plan for monitoring these efforts.
- Maintain agency-owned housing.
- Develop in-house support and linkages to other services and public agencies to offer economic enhancement resources and information to tenants.
- Implement an outreach strategy to assist prospective tenants and landlords, and remove barriers that dissuade them from program participation.
- Implement guidelines that document the verification of eligibility factors, financial transactions, communication of tenant/landlord rights and authorities, rental agreements and other requirements.
- Link with other SHRA directors, program managers and staff for matters requiring interdepartmental service delivery.
- Monitor compliance with regulations governing Housing Authority services and funding sources.
- Serve as liaison to government officials, community groups, and other stakeholder organizations.
- Respond to requests from developers who are interested in partnering with SHRA.

## CHALLENGES AND PRIORITIES

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SHRA leaders have identified the following opportunities that will require the expertise, energy and commitment of the new Deputy Executive Director:

**Housing Choice Vouchers**—Maintain maximum lease-up in the HCV program while dealing with recent changes in HUD regulations affecting housing authorities nationwide.

**Development Opportunities**—Explore opportunities for public/private partnerships for housing and mixed-use developments that enhance SHRA's mission and values.

**Assisted Living**—Explore the feasibility of providing transitional/assisted living opportunities to aging and disabled tenants.

**Occupancy**—Achieve and maintain maximum occupancy in the Conventional Housing Program.

**Improve Resident Services**—Improve and expand opportunities for Housing Authority residents.

**Technology**—Remain current on the possible uses of information technology to improve agency effectiveness and customer service.

**Applicant Screening**—Enhance screening processes to reduce criminality.

## QUALIFICATIONS AND COMPETENCIES

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The Deputy Executive Director, Housing Authority must be a highly skilled individual with extensive management and administrative skills, and have a strong understanding of public housing. The Deputy Director must have familiarity and experience with national policy issues, and is expected to represent the Agency in Washington D.C. on national policy issues. The Deputy Director must be able to work effectively with both executive management and staff. The ideal candidate is a strategic thinker capable of implementation through teamwork and collaboration and must be able to communicate effectively with people from all walks of life, including tenants, elected officials, commissioners, executive team members and the press.

As a member of the Agency's executive management team, the Deputy Director will share leadership responsibility to establish agency-wide objectives and guide the implementation thereof through programs and practices reflecting the Agency's vision, strategic plan and organizational culture. A Bachelor's degree in business, public administration or closely related field and substantial relevant experience are required. The Deputy Director must maintain a valid California driver's license and insurability.

In addition to the foregoing requirements, SHRA leaders have identified the following additional abilities and skills that the ideal candidate will possess:

- Inclusive, team-building management style
- Excellent oral and written communication skills
- Strategic orientation and ability to anticipate issues and problems
- Track record of success in promoting measures designed to increase organization efficiency and effectiveness
- Strong leadership and staff coaching skills, with a commitment to staff development
- Ability to foster positive employee relations in a union environment
- An established network of national public housing contacts
- Focused on both internal and external customer service
- Track record of solid budgeting experience and expertise
- Willing to take reasonable risks and attempt innovative approaches to issues
- Flexible and unbiased, with a high level of integrity
- Embrace the SHRA culture which incorporates the following values: Accountability, Customer Service, Employee Development, Leadership, Decision Making, Unity, Open Communication, Openness to New Ideas, Performance Management, Professionalism, Respect/Honesty and Valuing Employees

## COMPENSATION

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Salary range: \$105,032 to \$127,667

A very competitive benefit program includes:

- Public Employees Retirement System (PERS 2% @ 55) coordinated with Social Security. SHRA pays the employee's 4% share of PERS
- 13.5 paid holidays, five days of management leave and 12 days of sick leave
- Generous vacation allowance based on tenure
- Medical, Dental and Vision Insurance (SHRA covers employee and portion of dependent coverage)

- Deferred Compensation Plan
- Long-term Disability and Group Term Life Insurance (\$50,000)
- Tuition Reimbursement Program
- \$200 Monthly Vehicle Allowance and Free Office Parking
- Parental Leave and Dependent Care Reimbursement Program

## APPLICATION AND SELECTION PROCEDURE

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This position is **open until filled**. To be considered for this challenging and rewarding career opportunity, please submit your resume, list of three work-related references and current salary. Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Forward your materials to Stuart Satow:



CPS Executive Search  
241 Lathrop Way  
Sacramento, CA 95815  
Tel: (916) 263-1401; Fax: (916) 561-7205  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened in the order they are received in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultants. SHRA will select semi-finalists to participate in Agency interviews in mid to late July. An appointment is expected in late July, after follow-up interviews with finalists and extensive reference/background checks to be coordinated with the candidates. For additional information about this opportunity please contact Stuart Satow or David Harris.

Visit the SHRA website at: [www.shra.org](http://www.shra.org)